



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-14-13**

<b><u>OPEN TO</u></b>	Eligible Family Members (EFM)
<b><u>POSITION</u></b>	<b>Consular Assistant</b>
<b><u>OPENING DATE</u></b>	<b>Thursday: December 12, 2013</b>
<b><u>CLOSING DATE</u></b>	<b>Open until filled</b>
<b><u>WORK HOURS</u></b>	Full-time; 40 hour workweek
<b><u>GRADE/SALARY</u></b>	<b>FP-08</b>

The U.S. Embassy in Khartoum, Sudan is seeking a qualified Eligible Family Member for the position of Consular Assistant at the Consular Section.

**BASIC FUNCTION OF POSITION**

Oversees consular correspondence, including tracking and responding to Congressional inquiries. Manages content of Consular pages of the embassy website and intranet SharePoint site. Pre-screen applications for U.S. passports. Plans and participates in outreach activities to inform public on Embassy NIV procedures. Manages processing of FPU cases to ensure timely completion. POC for all Consular services for USDH. Researches Consular regulations and SOP's in the FAM and FAH. Assists Consular staff as needed. Provides assistance in American Citizens Services cases.

**QUALIFICATIONS (REQUIRED)**

Applicants must meet **ALL** of the following criteria to be considered for employment

**1. Education:**

High School Diploma

**2. Work Experience:**

One (1) year of prior work experience involving the application of complex regulatory material and extensive public contact.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English Level IV (Fluent)

**4. Skills and Abilities:**

- Exercise of tact and good judgment in dealing with the public, often under difficult and sensitive circumstances.
- Ability to draft correspondence in precise and correct English is required.

- The employee operates within the framework of prescribed regulations and procedures and post guidance, but is given appreciable latitude, and considerable reliance is placed upon knowledge and good judgment.
- Good working knowledge of Microsoft Word and Outlook programs.

#### **SELECTION CRITERIA**

5. Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy. Selected candidates must obtain a security clearance prior to beginning work.
7. When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

#### **TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.